



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Missouri Commission on Human Rights

Sub-Section:

TITLE: Discrimination Administrative Hearing Case File

CUTOFF: EOY of final disposition of charge or action

DESCRIPTION: Cases documenting hearings of investigations of complaints alleging discrimination that are brought before the Commission on Human Rights. Records include, but are not limited to, a written notice of hearing and a copy of the original complaint which may include, name of complainants, name of respondent, nature of complaint, dates alleged discrimination took place, witnesses' information, correspondence from other investigations, hearing transcripts, evidence, orders, and or dismissals. Records created pursuant to 213.075(5) RSMo.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6784

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Discrimination Complaint Case File

CUTOFF: EOY of final disposition of charge or action

DESCRIPTION: Cases documenting charges of discrimination filed with the Commission on Human Rights. Records include, but are not limited to, certified copy of complaint, investigation reports, withdrawal notices, and related correspondence compiled pursuant to 213.075 RSMo.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6776

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Labor and Industrial Relations

Section:

Division: Missouri Commission on Human Rights

Sub-Section:

TITLE: E.E.O.C. (Equal Employment Opportunity Commission) Case File

CUTOFF: EOY of final disposition of charge or action

DESCRIPTION: Cases involving individuals that have had a claim of employment discrimination. Records include, but are not limited to, copy of complaint, notice of charges, notice to respondent, investigation, prohibition on disclosure of charges, evidence in subsequent proceedings, determination of reasonable cause, final findings and orders, conference, conciliation, and persuasion for elimination of unlawful practices information, prohibition on disclosure of informal endeavors to end unlawful practices information, and penalties for disclosure of information. Records created per Title VII, USC. and 213.075(2) RSMo. Records kept per 29 CFR 1602.31.

RETENTION: Years: 2 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 6785

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015